



# COUNTY OF MONO

## JOB ANNOUNCEMENT

**FILING DEADLINE:****FFD: 4/30/2010****Community Development****Analyst****Mammoth Lakes, California****SALARY****64: \$2,041 – 2,923****24 hrs./week**

The County of Mono is accepting applications for two part-time benefited Analyst positions now open in the Community Development Department located in Mammoth Lakes with some travel to Bridgeport. This position will work in coordination with the Director or designee.

**Definition:** Under direction, performs a variety of customer service functions in the Community Development Department, which includes the Planning, Building Inspection, and Code Enforcement divisions. The Community Development Analyst advises the public on a variety of regulatory requirements; performs routine and technical work, both at the public counter and in the back office; answers inquiries related to building codes, remodeling and repair requirements, development regulations, general plan policies, permit procedures and schedules; performs preliminary review of plans and specifications; reviews, tracks and processes applications; issues building permits; calculates and collects fees; prepares and assists in administering grant applications, including periodic reporting for the Local Transportation Commission's overall work program; participates on project teams in planning studies, environmental reviews, community design, and general plan preparation; assists with planning policy formulation and implement; and performs other work as required.

**Distinguishing Characteristics:** This is a single-level classification in support of the Community Development Department. This professional class is distinguished from the planning series and the building inspector series in that it requires broader, less specialized data collection, research, analysis, staff report preparation, public presentations, and technical field services than incumbents in the other professional classes, requiring the incumbent to be knowledgeable and work in board scope of tasks and projects. Incumbents in this class are expected to be cross-trained in all areas of community development permits and processes.

**Desirable Qualifications:****Knowledge of:**

- Methods, procedures, principles and practices of record keeping and report writing.
- Computer and Internet applications related to permit functions, planning and land use.
- Building, zoning and related codes and ordinances enforceable by the County.
- Uniform Building, Plumbing, Mechanical and Electrical Codes.
- Principles of mathematics related to the building trades.
- Basic housing construction methods and terminology.
- Basic symbols and content of construction plans and blueprints.
- Principles, techniques, and knowledge of land use planning.
- Research and statistical methods.
- Environmental impacts of changes in land use.
- Applicable federal, state, and local laws and codes.

**Ability and willingness to:**

- Read, understand and apply ordinances and regulations.
- Educate the public on the significance of community development initiatives.
- Assist in preparation of planning studies and reports.
- Review permit applications for completeness and conformity with requisite ordinances.
- Ability to interpret and explain building plans, specifications and building codes; enforce regulations with firmness and tact.
- Learn and enforce Federal, State, and local laws, rules, and regulations related to planning and zoning activities.

**Typical Working Conditions and Physical Requirements:** Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds unassisted and greater than 25 pounds with assistance; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

**Minimum Qualifications:** Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities might be: Graduation from a four (4) year college or university with major work in planning, or a closely related field. Experience equivalent to that of a Planning Technician or a permit technician with a government agency may be substituted for the required education on a year-for-year basis. A certificate in planning, Certification as a permit technician by ICBO, a graduate degree, or professional certificate in a related field is highly desirable.

**Special Requirements:** Possession of a driver's license valid in California.

**Application Process:** For a complete job description and application, contact the County Administrative Office at (760) 932-5412 or obtain job flyer, job application by accessing Human Resources Employment Opportunities website: [www.monocounty.ca.gov](http://www.monocounty.ca.gov) **All completed County applications** received by 5:00 pm **4/30/2010** in our office will be considered. E-mailed or faxed applications will be accepted provided the application with the original signature is postmarked by 4/30/2010.

**COUNTY OF MONO****COUNTY ADMINISTRATIVE OFFICE / HUMAN RESOURCES****P.O. Box 696 ~ Bridgeport, California 93517****(760) 932-5412 ~ (760) 932-5411 (FAX) ~ [www.monocounty.ca.gov](http://www.monocounty.ca.gov) hr@mono.ca.gov****EOE**